

**SECRET**

DPD-2859-62

4 June 1962

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MEMORANDUM FOR: Director of Security

SUBJECT : [ ] Transfer to Special Security Clearance  
Control Center (SSCCC)

1. The undersigned is most anxious to begin transfer to the SSCCC those functions presently performed by this office which have been reassigned to the Center by order of the DDCI. The problem is complicated somewhat in that records, files, etc., which will be needed in the Center serve a significant purpose in the day to day operations of this division security branch. Whereas it is by no means intended to create a duplication of these records for the benefit of this division, a simple card indices, with all of the information presently included in the IBM listing transposed thereon, plus certain annotations from the files, is the minimum record needed to continue uninterrupted business here. [ ] in the attached memorandum has detailed a very satisfactory system to create card indices.

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2. The screening of records for transfer to the Center and the creation of card indices, etc., will naturally take some time to effect. It is suggested that in the interest of getting on with the job, that [ ] be designated Acting [ ] and immediately transferred to the Center. [ ] is completely familiar with the workings of the [ ] Security System and his appointment as Acting [ ] would be an interim measure until the Office of Security can further consider an appropriate appointment to fill this position. Initially the files and clearance processing would remain in this office under immediate control of [ ] located within the Center, would then work to establish the position of the Center in the flow of communication, effecting within 30 days a complete transfer of the entire function to the Office of Security.

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3. Your concurrence to this procedure is requested.

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NO CHANGES  
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de-register  
and  
destroy

[ ]  
Chief, Security Branch  
DPD

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CONCUR:

Director of Security

Attachments:  
As cited

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